

**“ADVERTISEMENT”
HIGH COURT OF CHHATTISGARH, BILASPUR**

Advertisement No. 02/2018

**Last date of receipt of
application 12.10.2018 till 5:00
P.M.**

Applications are invited in prescribed proforma for recruitment to the following posts, from eligible candidates having qualifications as mentioned below.

1. Stenographer (Level-9 - 38100-120400) -

Total No. of posts - 60 (Including 19 backlog posts)

Cate- gory	Number of posts	Qualification
UR	21 Posts (Including 01 for Divyang & 06 for women)	Must be a Graduate from any recognised university and; Must have passed Shorthand Examination and Typewriting examination in English from any recognized University/ Board/ recognised Board of shorthand and typewriting examination @ 80 words per minute and 30 words per minute respectively.
SC	10 posts (Including 01 for Divyang & 03 for women)	
ST	21 posts (Including 02 for Divyang & 06 for women)	
OBC	08 posts (Including 01 for Divyang & 02 for women)	

2. Stenographer (Bilingual) (Level-9 - 38100-120400) -

Total No. of post - 01 post

Cate- gory	Number of post	Qualification
UR	01 Post	Must be a Graduate from any recognised university and; Must have passed Shorthand Examination and Typewriting examination in English @ 80 words per minute and 30 w.p.m. respectively & in Hindi @ 80 words per minute and 25 w.p.m. respectively from any recognised Board of shorthand and typewriting examination /recognised University/ Board.

Note:-1. The number of vacancies may increase or decrease and number of reserved posts may vary consequently subject to the decision of Hon'ble High Court of C.G. in Writ Petitions (C) No. 591/2012, 592/2012, 593/2012 & 594/2012.

2. The posts reserved for SC, ST & OBC are reserved only for SC, ST & OBC who are the bonafied residents of Chhattisgarh State. The applicants who are bonafied residents of other state & recognized as SC, ST & OBC in their own states, will be considered only against the UR posts.

3. The candidates belonging to OBC should not be in the creamy layer.

Other Conditions:-

- (a.) he is a citizen of India.
- (b.) he has attained minimum age of 21 years and has not attained maximum age of 30 years (in case of bonafide resident of Chhattisgarh 40 years) on 01.01.2018.

Provided that the upper age limit shall be relaxable upto a maximum limit of 5 years for the candidates belonging to Scheduled Caste, Scheduled Tribe and other Backward Classes of Chhattisgarh State.

Provided that the upper age limit shall be relaxable upto a maximum limit of 10 years for women candidates, only who are local residents of State of Chhattisgarh.

Provided further that the upper age limit of candidates who are Government servants whether permanent or temporary, shall be relaxable upto further 5 years in addition to the relaxations available as above.

Including all the relaxation as mentioned above, the maximum age should not exceed to 45 years.

Provided further that age relaxation will be given to the Divyang Persons as per Government of Chhattisgarh, GAD circular dated 27.09.2014.

- (c.) he has good character and is of sound mind and body and free from any bodily or mental defect which renders him unfit for such appointment.
- (d.) he has not more than one spouse living.
- (e.) he has not been dismissed or removed from service by any High Court, Government or Statutory Authority or Local Authority.
- (f.) he has not been convicted of any offence involving moral turpitude, or has not been permanently debarred or disqualified by any High Court or Union Public Service Commission or State Public Service Commissions or any Services Selection Board or Staff Selection Commission.
- (g.) Candidates claiming reserved category (SC/ST/OBC) shall submit their permanent Caste Certificate duly issued by competent authority only, otherwise they will be treated under Unreserved Category. The reserved candidates shall submit self attested copy of their permanent Caste Certificate along-with the application.
- (h.) Reserved candidates (SC/ST/OBC) are required to submit an affidavit at the time of their joining in the proforma prescribed by the State Government with their memo dated 29.06.2013 failing which their appointment shall be cancelled.
- (i.) The candidates who are Divyang with less than 40% disability shall not be considered under Divyang Category and shall be treated in their respective category.
- (j.) He/she must possess the requisite qualification prescribed for the said advertised posts on or before the last date of receipt of application.
- (k.) The application **strictly** in prescribed proforma (Typed in fullsize size [Legal] paper) must reach **the Registrar General, High Court of Chhattisgarh, Bodri, Bilaspur (C.G.) Pin - 495 220 by Registered Post/ Speed Post/Other Courier/Humdash** along with self attested copies of testimonials/certificates regarding age, Caste, qualification, experience certificate (if any), etc. and self attested passport size photograph affixed at the place provided. The applications completed in all respect along-with the enclosures will be accepted **till 5.00 P.M. of 12.10.2018**. Application received thereafter, will not be entertained. Registry will not be responsible for any postal delay.
- (l.) The applications received other than in the prescribed proforma shall not be accepted.

- (m.) The candidates who apply for the post of Stenographer should submit the certificate of passing Shorthand Examination and Typewriting Examination in English from any recognized University/Board/recognised Board of shorthand and typewriting examination at the rate of 80 words per minute and 30 words per minute respectively specifically mentioning therein the speed with language.
- (n.) The candidates who apply for the post of Stenographer (Bilingual) should submit the certificate of passing Shorthand Examination and Typewriting Examination in English @ 80 w.p.m. and 30 w.p.m. & in Hindi @ 80 w.p.m. and 25 w.p.m. respectively from any recognized Board of shorthand and typewriting examination /recognised University/Board specifically mentioning therein the speed with language.
- (o.) The candidates should ensure that in the certificate submitted by them along-with application, the speed of Shorthand / Typewriting and the language of Typing & Shorthand they have passed must be mentioned. If, the same is not mentioned in such certificate, they have to submit a certificate issued by said Institution (which is duly recognised by University/ Board/ Recognised Board of Shorthand & Typewriting Examination) as per Annexure-A, failing which, such application shall be rejected summarily and no further correspondence shall be entertained in this regard.
- (p.) The persons already in service must send their application through proper channel **or** along-with NOC of their employer issued after publication of this advertisement, otherwise, their applications shall be rejected. Further, such application be sent to the undersigned in such a manner so that it should reach the undersigned, on or before last date of receipt of application.
- (q.) **One envelope should contain only one application.**
- (r.) **The envelope containing application should be superscribed in bold Capital letters "APPLICATION FOR THE POST OF "**
- (s.) The Competent Authority reserves the right to reject all or any application without communicating any reason to the applicant. The Competent Authority further reserves the right of fixing cut off marks for educational/ professional qualification for deciding candidature during scrutiny of the application forms or at any stage of the recruitment/examination process.
- (t.) There shall be Written Test & Skill Test for recruitment to the post of Stenographer & Stenographer (Bilingual). The examination scheme for recruitment to the said posts is as below. The examination shall be conducted in two parts, namely:
- Part-I : Written Test
Part-II : Skill Test (Shorthand Speed Test)

STENOGRAPHER

Part-I

A. Written Test for the post of Stenographer

Total marks for Written test (Time 01.00 Hour)	60 Marks
English Grammer	20 Marks
Essay Writing (English) in 200 words	10 Marks
Making sentences with the words given (English)	20 Marks

Computer Application	10 Marks
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Part-II

**B. Shorthand Speed Test for the post of Stenographer
(Skill Test)**

Total marks for Skill test [Shorthand (English) Speed Test]	50 Marks
Marks to be deducted for each mistake	½ Marks
Duration for dictation of passage of 400 words	05 Minutes
Duration for transcription on Computer (Open Source Operating System (Ubuntu) with Word Processor Libre Office).	30 Minutes

STENOGRAPHER (BILINGUAL)

Part-I

A. Written Test for the post of Stenographer (Bilingual)

Total marks for Written test (Time 01.00 Hour)	60 Marks
English Grammer	20 Marks
Essay Writing (Hindi) in 200 words	10 Marks
Making sentences with the words given (English)	20 Marks
Computer Application	10 Marks

Part-II

**B. Shorthand Speed Test for the post of Stenographer(Bilingual)
(Skill Test)**

Total marks for Skill test [Shorthand (Hindi) Speed Test]	50 Marks
Marks to be deducted for each mistake	½ Marks
Duration for dictation of passage (English) of 200 words	2½ Minutes
Duration for dictation of passage (Hindi) of 200 words	2½ Minutes
Duration for transcription on Computer (Open Source Operating System (Ubuntu) with Word Processor Libre Office).	30 Minutes (15 minutes for each passage)

The unreserved candidates shall have to secure minimum 50% marks and SC, ST & OBC category candidates shall have to secure minimum 40% marks in Skill Test for qualifying the above test. The select list will be prepared on the basis of total marks obtained in skill test and written examination.

- (u.) List of eligible and non-eligible candidates will be displayed in the website of this High Court after completion of scrutiny of applications.
- (v.) The date of written test and Skill Test will be informed separately by uploading the same in the website of this High Court and by way of Notification in local News Papers.
- (w.) The Admit Cards/Call Letters will be uploaded in the website of this High Court only and it will not be sent by any other mode. The candidates have to download it and may appear in the written test and skill test accordingly.
- (x.) No TA/DA will be admissible to any candidate for appearing in any of the tests/ interview.
- (y.) The selected candidates after their joining, will be kept in probation for a period of two years.

(In case of SC/ST/OBC, enclose the attested copy of permanent Caste Certificate issued by the competent authority.)

10. Postal address :.....
:.....
11. Permanent address :.....
:.....
12. Phone/Mobile no. (if any) :.....
13. E-mail :.....
14. Whether, Physically Disabled : Yes/ No
If Yes, mention type and percentage of Disability :
(Attach certificate issued by competent authority).
15. Whether, the candidate is serving in : Yes / No
govt./semi govt. organization
(If yes, application must be sent through proper channel
or accompanied by No Objection Certificate of the department
concerned, issued after publication of this advertisement)
16. List of enclosures :-
1. 2. 3.
.....
4. 5.

(Signature of Applicant)

DECLARATION

I, the above-named applicant, do here declare that the statements made in this application are true, complete and correct to the best of my personal knowledge and belief and that I have not suppressed any material fact. If at any time, either during the course of recruitment or after joining services, it is discovered that any of the information furnished is incorrect or any material fact was suppressed, my candidature shall be liable to be rejected/ services shall be liable to be terminated, as the case may be.

Applicant)

Place:

Date:

(Signature of

Annexure -A

To whomsoever it may concern

This is to certify that this institution (name of the institution) is recognized by (name of University/Board/recognised Board of Shorthand & Typewriting Examination) and (name of the applicant) has passed the English Shorthand examination @ w.p.m., English Typing Examination @ w.p.m., Hindi Shorthand examination @ w.p.m., Hindi Typing Examination @ w.p.m.

Name & Signature with seal
(Head of the Institution)

(The signing authority should ensure that their institution must be recognised by University/Board/recognised Board of Shorthand & Typewriting Examination).

12. Phone/Mobile no. (if any) :.....

13. E-mail :.....

14. Whether, Physically Disabled : Yes/ No
If Yes, mention type and percentage of Disability :
(Attach certificate issued by competent authority).

15. Whether, the candidate is serving in : Yes / No
govt./semi govt. organization
(If yes, application must be sent through proper channel
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Applicant)

(Signature of

Place:

Date: